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Candace Havens
Director

SIGN PERMIT APPLICATION

PROJECT #: _____ DATE RECEIVED: _____ ZONING DISTRICT: _____

PROPERTY ADDRESS: _____

SIGN INFORMATION

USE OF PROPERTY:
(check all that apply)

☐

COMMERCIAL

☐

MULTI-FAMILY RESIDENCE

☐

ONE OR TWO-FAMILY RESIDENCE

☐

INSTITUTIONAL USE

PROPOSED SIGNAGE:

Description	Sign Type	Size (sq. ft.)	Mount Type	Illumination	Façade Frontage (ft.)
<i>i.e. Joe's Hardware</i>	<i>Principal</i>	32	<i>Wall Mounted</i>	<i>Non-illuminated</i>	105

IS THE PROPOSED SIGN(S) IN A HISTORIC DISTRICT? ☐ NO ☐ IF YES, WHICH: _____

EXISTING SIGNAGE:

Description	Sign Type	Size (sq. ft.)	Mount Type	Illumination	Side of Building
<i>i.e. Joe's Hardware</i>	<i>Principal</i>	32	<i>Wall Mounted</i>	<i>Non-illuminated</i>	<i>North</i>

APPLICATION AUTHORIZATIONS

PROPERTY OWNER: _____ (PRINT NAME) _____ (SIGNATURE) _____ (DATE)

APPLICANT/AGENT: _____ (PRINT NAME) _____ (SIGNATURE) _____ (DATE)

PHONE #: _____ EMAIL ADDRESS: _____

ADDRESS: _____

The applicant/agent is the primary contact and may be any individual representing the establishment

By signing above, I certify:

- The property owner has approved the proposed sign and authorized its installation.
- This application is accompanied by a complete Building Permit application.
- The application is complete and accurate.

NOTE: This Application MUST be accompanied by a Building Permit Application.

SIGN PERMIT APPLICATION INSTRUCTIONS

All signs altered, constructed, changed or erected in the City of Newton must comply with the requirements of the Sign section of the City's Zoning Ordinance. To have the Application for Plan Examination and Building Permit (Building Permit) and the Sign Permit Application (Sign Permit) accepted **they must be complete**. The Building Permit and the Sign Permit must be signed by the Owner (or the Owner's legal representative) of the property on which the sign is to be erected. **Inaccurate information may delay the review and issuance of a Sign Permit.**

APPLICATION SUBMISSION REQUIREMENTS: An application for sign approval will not be accepted by the Department of Planning and Development (Department) until it is determined to be complete. Whether a project qualifies for a Special Permit is determined by the Commissioner of Inspectional Services (Commissioner). The items needed for a complete application are:

FORMS: A completed Building Permit and the Sign Permit form. The signature of the Owner of the property (or the Owner's legal representative) and the Applicant/Agent is **mandatory** on both forms, and represents the Owner's consent of the proposed sign and authorized its installation. Accompanying the two application forms, a completed Workers' Compensation Affidavit and Debris Removal Form must also be submitted.

FEES: To process a Sign Permit, it must be submitted with the appropriate fee. The Sign Permit fee is based on \$10.20 per \$100.00 of the total estimated cost. Any work done without a permit will be subject to double fees. All fees are subject to change, please contact the Inspectional Services Department (ISD) to verify current fee.

SUBMITTALS: Each Sign Permit shall be accompanied by the following:

1. Sign Plan: Scaled drawings of proposed sign(s), including:
 - a. All dimensions
 - b. Proposed color
 - c. Description of materials, style and font
 - d. Any other pertinent information
2. Façade Plan: Scaled drawings of the façade with proposed sign indicated, including:
 - a. Height and frontage measurements
 - b. Location of sign and, if applicable, the sign band with dimensions
 - c. Relevant architectural details
 - d. Any other pertinent information
3. Section Drawings: Scaled drawings of the mounting details and lighting source.
4. Site Plan: A scaled plan including:
 - a. Lot lines
 - b. Buildings
 - c. Landscaping
 - d. Existing signs
 - e. Any other pertinent information
5. Photographs: Pictures of neighboring building façade/signage.

Any plans that are submitted as part of an application should be signed, stamped, dated, drawn to scale, clearly labeled, and not exceed 11" x 17", except as requested by the Department.

DOCUMENT FORMAT: All information submitted as part of an application shall be submitted in the following formats:

1. One (1) electronic copy submitted on a CD in .pdf or another format approved by the ISD; and
2. Ten (10) hard copies of the complete application packet, excluding the Building Permit.

APPLICATION REVIEW PROCESS: Upon receipt of a complete application packet, the ISD shall solicit comments from the Department and Urban Design Commission (UDC) regarding said application within two weeks. Both the Department and UDC will review said application for compliance with the Newton Zoning Ordinance. After said review, the Department and Commission will issue a nonbinding recommendation, in writing, to the Commissioner that the petitioner has complied with the procedural requirements as stated above and whether the petition has complied with the regulations of the Newton Zoning Ordinance.

SIGNS IN HISTORIC DISTRICTS: All signs proposed on a historic property or within a historic district shall comply with the Historic Preservation provisions of the City ordinances. A consultation with the Preservation Planner is advised for all signage that is proposed on such resources.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.